

I. Department: University Libraries: Information Access Services Department, Collection Development

II. POSITION: Collection Development Assistant

III. CLASSIFICATION: Library Assistant II

IV. NAME OF INCUMBENT: Vacant POSITION NO.: 001696

V. JOB PURPOSE:

One of several members of the Acquisitions and Collection Development unit of the Information Access Services Department, this position is cross trained to support all the functions of the unit and works with all formats included in the University Libraries' collections. The key responsibilities of this position support the Libraries' Collection Development Program and include the ordering of library materials and/or the processing of gift collections. This person will assist with planning and implementing various collection analysis projects.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

VI. DUTIES AND RESPONSIBILITIES

- A. Assists with implementing the University Libraries' Collection Development Program.
1. Maintains various Collection Development related records in the integrated library system (ILS) including information on vendors and donors.
 2. Maintains the calendar of activities and deadlines related to the Collection Development Program and sends appropriate notices, reminders, or follow-up information to Library Liaisons, Departmental Representatives, and other appropriate individuals.
 3. Assists library liaisons, departmental representatives, and others with submission of purchase recommendations to the vendor order system as appropriate.
 4. Assists with preparing and maintaining documents and forms that support the Collection Development program, including the general and subject specific Collection Development Policies.
 5. Reviews purchase requests to avoid purchase of materials already owned, and to identify requests that fall outside of established Collection Development Policies.
 6. Searches various bibliographic resources to locate, create, or modify appropriate item or bibliographic records to maintain integrity of collection development data in the online catalog.
 7. Assists with the processing of materials and the updating of online catalog records for items being removed from the Libraries' collections.

- B. Assists with general functions of the Information Access Services Department as needed.
 - 1. Conducts initial searches in various bibliographic databases to verify and/or complete data on purchase requests and to eliminate duplication.
 - 2. Assists with the order process by identifying an appropriate vendor and creating purchase orders for complex materials.
 - 3. Assists with assessing donations for possible inclusion in Libraries' collection.
 - 4. Creates brief original order records in the integrated library system following established library policy.
 - 5. Works with staff from the Information Access Services Department to address and correct problems with item records in the library's online catalog.
 - 6. Compiles and reports appropriate statistics on various categories of work performed.
 - 7. Supervises work of students, volunteers, or other staff assigned to support the Collection Development Program.

- C. Participates in accomplishing other tasks which support the Acquisitions functions of the unit.
 - 1. Assists with opening, unpacking, and sorting daily incoming mail, packages, boxes, and shipments.
 - 2. Assists with receiving or checking-in materials including periodicals, firm orders, and standing orders using appropriate functions in the Integrated Library Management System.
 - 3. Serves as backup for other check-in staff as needed.
 - 4. Initiates claims for periodical issues not received for Main Library, departments, and branches using appropriate automated system (usually Sierra or EBSCONET).
 - 5. Participates in maintaining the order, accuracy, and correct labeling of the shelves for current periodicals and newspapers
 - 6. Performs bibliographic searching and verification of periodicals in OCLC or other serials bibliographic tools.
 - 7. May export bibliographic records into the online catalog following established library policy.
 - 8. Assists with maintenance of serials records including problem solving of check-in and bibliographic entries, frequency changes, changes in numbers, and maintaining summary holdings statements.

- D. Undertakes other duties as assigned.
 - 1. Serves on library committees and task forces as appropriate.
 - 2. Maintains proficiency in areas of expertise and responsibilities related to the duties of the position.
 - 3. Assumes other duties as assigned by immediate supervisor and/or the Dean of University Libraries.

VII. DIRECTION RECEIVED

Reports to Acquisitions and Collection Development Librarian or their designee.

VIII. DIRECTION GIVEN

May supervise student assistants. May supervise and/or train other staff.

IX. JOB SPECIFICATIONS

Requires a Bachelor's degree and at least one year of appropriate work experience. An equivalent combination of education and experience would be two years of college and four years of relevant work experience.

X. SPECIAL CONDITIONS

This is a full-time permanent position requiring a 37.5-hour workweek. The standard work schedule for this position is 8:00 am to 4:30 pm, Monday through Friday.

XI. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Experience and comfort with using computers in a work setting and the ability to learn the protocols for utilizing multiple software packages for managing and manipulating data.
2. Excellent oral and written communication skills
3. Good customer service skills and ability to assist library users with their information needs whether they arrive in person, on the telephone, or electronically
4. Strong interpersonal skills that will support establishing and maintaining productive working relationships with a diverse group of faculty, staff, coworkers, and external partners and to interact with them in a courteous and professional manner.
5. Excellent attention to detail and ability to maintain a high level of accuracy in library work.
6. Must be able to exercise sound judgment and good decision-making skills.
7. Must be able to problem solve and think creatively.
8. Ability to recognize the limitations of the authority of this position and to make appropriate referrals to another individual or a higher authority.
9. Must be able to work independently as well as part of a team while meeting deadlines, completing work on established schedules, and asking for assistance, if needed, to prevent delays in accomplishing tasks.
10. Ability to adapt to change and to learn new skills as the operations and needs of the library evolve.
11. Previous library work experience including work with OCLC, an integrated library system, and library classification schemes, is preferred

XII. WORKING CONDITIONS

The University Libraries is a technologically oriented academic research library with some similarity to an office environment. Position requires ability to remain in a stationary position, move about inside department and library building, operate a computer, move books across department or library, position self to maintain materials on shelves or cabinets. The person in this position may be required to ascend/descend a stool to reach materials, move wheeled book trucks weighing up to 300 pounds.

University of Memphis
University Libraries Position Description

Description last updated: January 2013, January 2023.